

Foreign Affairs Manual



Volume 15 – Overseas Buildings Operations

Change Transmittal: OBO-38

Date: December 11, 2013

15 FAM 310 GENERAL POLICY AND GUIDELINES 15 FAM 320 LEASE WAIVER/APPROVAL PROCEDURES 15 FAM 330 LEASE PROCEDURES 15 FAM 340 LEASE AGREEMENTS 15 FAM 350 REQUIRED LEASE DOCUMENTATION

Changes

1. OBO has revised 15 FAM 300, Leased Space Abroad, to comply with OMB's A-11 standards for leases. These changes are from an OIG report titled, "Audit of U.S. Department of State Use of Short-Term Leases Overseas." The terms, Operating Lease and Capital Lease, have replaced Short-Term Lease and Long-Term Lease in the FAM. In addition, there are many plain-language and substantive changes throughout. These changes are in all of the subchapters listed above.

2. Crosswalk for 15 FAM 300 Subchapters:

Old Location	Old Title	New Location	New Title
15 FAM Exhibit 321	Electronic Lease Waiver Request	Deleted	

15 FAM Exhibit 332	Proposals for Long-Term Leases	Deleted	
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3. If these subchapter issuances changed less than half the words, we formatted the changed text in *dark magenta italic*. If these subchapter issuances changed more than half the words, we did not use *dark magenta italic*. The CT line in each section shows when that section last changed.
4. Officers are reminded that Department-issued materials not codified in the Foreign Affairs Manual or its supplemental Foreign Affairs Handbook series generally have no regulatory validity (see 2 FAM 1115.2).
5. The office responsible for the material in these subchapters is the Bureau of Overseas Buildings Operations (OBO). Please direct questions concerning content, substance, and interpretation to this office. Administrative questions on the Foreign Affairs Manual or Handbooks can be directed to A/GIS/DIR, Office of Directives Management.

Filing Instructions for Paper Copies

1. Remove and discard old subchapter 15 FAM 310 (CT:OBO-27; 03-08-2012) and insert new subchapter 15 FAM 310 (CT:OBO-38; 12-11-2013).
2. Remove and discard old subchapter 15 FAM 320 (CT:OBO-27; 03-08-2012) and insert new subchapter 15 FAM 320 (CT:OBO-38; 12-11-2013).
3. Remove and discard old subchapter 15 FAM 330 (CT:OBO-27; 03-08-2012) and insert new subchapter 15 FAM 330 (CT:OBO-38; 12-11-2013).
4. Remove and discard old subchapter 15 FAM 340 (CT:OBO-29; 03-29-2012) and insert new subchapter 15 FAM 340 (CT:OBO-38; 12-11-2013).
5. Remove and discard old subchapter 15 FAM 350 (CT:OBO-27; 03-08-2012) and insert new subchapter 15 FAM 350 (CT:OBO-38; 12-11-2013).
6. After inserting the material in the binder, insert this Change Transmittal immediately following the CT Checklist, then fill in the entry line for CT:OBO-38, and initial.

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2. All posts and offices keeping paper versions of the Foreign Affairs

Manual are responsible for maintaining the FAM on a current basis (see 2 FAM 1116.5).

3. Use **KFAM** and **AINF** TAGS on **all** communications on FAM/FAH issues.